

EXPENSE REPORTING FORM

Name: Noel Bennett

Title: AVP

Reporting Period: October 1, 2021 to March 31, 2022

Date			Amount	Expense Category	Description
Month	Date	Year			

Definitions:

Date(s): When expenses were incurred
Amount: The value of the approved expense
Expense Category: The type of expense incurred:
Meal

Travel
o Accommodation
o Travel incidentals (insurance, parking, tolls, etc.)
o Vehicle rental or own use (mileage)
o Taxi or public transportation
o Train or air travel
o Vehicle Rental
Description: Notes explaining the context in which the expenses

Noel Bennett, AVP



04/25/2022